



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Human Resources Operations
Payroll/Personnel Type:	12 Month
Job #:	8988
Reports to:	Chief Human Resources Officer
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the Chief Human Resources Officer, develops and implements strategic long-range plans to support the organization's vision and goals, specifically in the areas of talent acquisition, change management, onboarding, training, organizational development, succession planning, and compensation. Additionally, the Director is responsible for the acquisition, development and implementation of Human Resources Management Systems designed to support all of the above.

Essential Functions:

- In collaboration with the Chief Human Resource Officer (CHRO), Human Resources Leadership, and other senior officers and staff:
 - Provides leadership and direction to the annual staffing process
 - Develops and implements specific programs and services
 - Develops effective talent acquisition, placement, and HRIS and training programs and assures compliance with Equal Employment Opportunity regulations; and
 - Maintains and develops the attrition and succession plans
- Supervises and supports the human resources staffing, HRIS, and compensation teams
- Formulates and recommends human resource policies and procedures that are aligned with and support districts objectives
- Provides exceptional customer service skills and attitude
- Develops and maintains effective working relationships with all internal and external customers
- Serves as the primary contact for external federal, state, and local personnel audits

Staffing & Human Resource Information Systems (HRIS)

- Directs the design, coordination, implementation and daily activities of onboarding, school support planning, employee transactions, and HR technical services
- Develops, modifies, and automates work procedures, methods, and processes to improve human resources efficiency
- Promotes proactive approaches using the district's HRIS to solve business needs/problems, while enhancing the understanding and acceptance of HRIS/Kronos/SAP capabilities
- Works in collaboration with Finance, Payroll, and IT to resolve system issues and to create and document new system business processes
- Conducts internal system audits to ensure the accuracy and integrity of personnel data
- Is responsible for understanding and meeting all compliance requirements as it relates to personnel files and record keeping
- Provides timely and accurate data analysis and reporting as it relates to human resources issues for the organization



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- Provides key indicator tracking against benchmarks and targets, and the development of a human resources dashboard

Compensation

- Researches, reviews and maintains job descriptions for each position in the organization; ensures descriptions accurately reflect the work being performed by incumbents
- Assesses jobs and their respective duties to determine classification as exempt or nonexempt and appropriate salary range
- Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position
- Prepares and maintains job classifications and salary scales
- Prepares and presents summary reports of job analysis and compensation analysis information
- Gathers data from market-based compensation surveys; uses spreadsheet and data analysis techniques to assess results and market trends
- Evaluates and implements job analysis instruments and materials
- Conducts data and cost analyses to be used in employee negotiations and collective bargaining agreements
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Highly visionary, with a belief that all children and adults are capable of greatness
- Deep understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Highly-organized and detail-oriented with the ability to organize information, prepare materials, audit reports, etc. with a high level of attention to detail, precision, and accuracy
- Effective leader of others with a strong ability to influence others across departments and teams both horizontally and vertically
- Demonstrated leadership and management of HR operations
- A commitment to excellence in both internal and external customer service
- Strong ability to translate strategic direction and business goals into day to day processes, with an emphasis on continuous improvement
- Demonstrated track record of interacting with all levels of management, staff, and outside contacts professionally
- Extensive knowledge of quantitative and qualitative research methods
- Excellent written and verbal communication skills
- Excellent organizational and time management skills



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